



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No.: DOC 1.3.56	Subject: WELLNESS PROGRAM
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2 and Attachment
Section 3: Human Resources	Effective Date: 04/14/2017
Signature: /s/ Loraine Wodnik, Interim Director	Revised:

I. POLICY

The Department of Correction's Wellness Program is designed to improve the health and well-being of all employees and reduce health issues affecting employee well-being and work productivity.

II. APPLICABILITY

All Department-owned divisions, facilities, and programs.

III. DEFINITIONS

None

IV. DEPARTMENT DIRECTIVES

A. Objectives

1. The wellness program will strive to increase the well-being and productivity of all employees by enhancing employee health.
2. The program seeks to increase awareness of positive health behaviors, motivate employees to voluntarily adopt healthier behaviors, and provide a supportive environment to foster positive lifestyle changes.

B. Administration

1. The Department director will designate a Department wellness coordinator to oversee the development and implementation of the wellness program.
2. The wellness coordinator will chair a wellness committee which is responsible for planning, directing and implementing wellness activities. Each division and facility will designate a wellness advocate to participate on the committee and support the wellness program in their location.

C. Use of Facilities

1. Employees who use on site fitness areas must sign a [Voluntary Exercise Disclosure/Wellness Center Facility Agreement](#) form prior to use of the facilities.

D. Liability

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1. Participation in wellness activities is voluntary; therefore, the Department is not liable for injuries sustained to employees during their participation in these activities.

E. Access to a Healthier Workplace

1. Divisions, facilities, and programs are encouraged to make healthier food choices available at catered events, in vending machines, and cafeterias.
2. Employees are encouraged to make every effort to offer healthy options at work related social gatherings, trainings, and meetings.
3. The Department provides a smoke-free environment and encourages employees to participate in tobacco cessation programs.

F. Program Evaluation

1. Wellness programs will be routinely monitored and evaluated for effectiveness. Methods for monitoring and evaluating the programs may include:
 - a. periodic agency-wide employee surveys to assess awareness of, participation in, and satisfaction with the program;
 - b. reports of participation in the various lifestyle and awareness activities offered throughout the year;
 - c. annual reports on types and numbers of programs offered; or
 - d. session evaluation forms completed by participants for educational events.

V. CLOSING

Questions concerning this policy should be directed to the Office of Human Resources.

VI. REFERENCES

A. *None*

VII. ATTACHMENTS

[Voluntary Exercise Disclosure/Wellness Center Facility Agreement](#)